

SECRET

Approved For Release 2001/07/16 : CIA-RDP80-0832A000400010001-1

*Minimal Award
Case Summaries
Approved by CDRN*

*15 OCT 62 -
31 OCT 66*

*RETURN TO ARCHIVES & RECORDS CENTER
IMMEDIATELY AFTER USE
JOB 69-826 BOX*

414159

TAB

CIA FORM 163A (REV. 1-15-64)

SUMMARY AND RECOMMENDATIONS FOR CHAIRMAN

SUGGESTION NO. 66-256: dated 10 May 1966

STATINTL

GS-13, Electronic Engineer
DDS/OC/E

28 OCT 1966

A. Summary of Suggestion

The suggester proposed a Tab form with the words "REFERENCE" and "ATTACHMENT" or "ENCLOSURE" printed thereon, with space provided for insertion of a number.

B. Evaluations

1. Chief, Records Administration Staff recommended adoption and suggested a nominal award.
2. OL recommended that both sides of the new form be utilized, similar to Form 163 which contains "OFFICIAL FILE COPY" and "SIGNATURE" on one side and "APPROVAL" on the reverse.
3. Sample of new Tab form, No. 163A, is attached hereto.

C. Recommendation by Executive Secretary

1. Not line of duty.
2. \$15 award (SLIGHT/LIMITED)

D. Decision of the Chairman

STATINTL

A/Chairman, Suggestion Awards Committee

31 Oct 66

Date

6
15

Award

Att

ATTACHMENT

Form 163a
REFERENCE

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 65-141: dated 7 December 1964

28 OCT 1966

STATINTL

Chief, Reference Branch, GS-14
DDI/NFIC/CSD

A. Summary of Suggestion

The suggester formulated plans for polyethylene pamphlet boxes to file maps and charts. These replaced the Gaylord cardboard pamphlet boxes and saved NPIC approximately \$5,000 for a two year period.

The Suggestion Awards Committee voted an award of \$125 to the suggester at their April 1965 meeting. (Copy attached)

We sent this suggestion to other government agencies that might have an interest in this new product.

B. Replies from Other Government Agencies

GSA was the only Agency to adopt the suggestion. They rated it minor and extended and recommended an award of \$25.00. Poly- ethelene Pamphlet Boxes will be included in Federal Supply Schedule, FSC Group 75, Part I, Section B, upon development of a Federal Specification which can be used in competitive procurement.

C. Recommendation by the Executive Secretary

\$25.00 award (SLIGHT/LOCAL) to be paid by CIA rather than encounter expense of a transfer of funds from GSA.

D. Decision of the Chairman

Chairman, Suggestion Awards Committee

31 Oct 66

Date

Award

13 APR 1963

~~SECRET~~SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

25X1A SUGGESTION NO. 65-141: dated 7 December 1964 [REDACTED]

Chief, Reference Branch/CSD, GS-14
DDI/NPIC/REFA. Summary of Suggestion

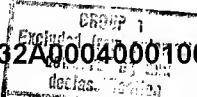
1. The NPIC Map Library had used the Gaylord cardboard pamphlet boxes for several years to file maps and charts. The boxes contained as much as 14 pounds of maps and were frequently removed from the shelves; therefore, there was a high deterioration rate. Also, as contents of the boxes changed, labels pasted to the boxes had to be changed. Boxes were torn in this process, further increasing the deterioration rate.
2. The suggester formulated plans for several types of pamphlet boxes that would: (a) Serve the map filing system without impairing its efficiency; (b) Reduce the deterioration rate; (c) Keep the costs competitive with the cardboard box; (d) Keep the weight of the box as light as possible.
3. After experimenting with metal, it was decided that a thermo-setting plastic would meet the necessary conditions. NPIC's requirement was for 13,000 polyethylene boxes.

B. Summary of Evaluations

1. NPIC needed 13,000 polyethylene boxes at 47¢ each, for a total cost of approximately \$6,100.
2. If the Gaylord cardboard boxes had been used, NPIC would have needed 11,900 (1,100 useable boxes were already on hand). At 92¢ each, these would have cost over \$10,900. Thus, an immediate savings of over \$4,800 was realized by purchasing the plastic boxes.
3. NPIC's wear and tear caused a one-third turnover per year for the cardboard boxes.
4. NPIC Panel calculated net savings of \$5,000 for the two-year period and recommended the suggester be rewarded based upon annual tangible savings of \$2,500 for one year.

C. Recommendations of Executive Secretary

1. Not in line of duty.
2. \$125 award based upon 5% of annual tangible savings of \$2,500.



SUGGESTION NO. 65-141 (continued)

3. Referral to DIA,

To GSA

D. Decision of the Committee

✓ Adopted

A 125 Award

Disapproved

Suggestion to be referred to DIA, GSA, Interior, Army, and Air Force.

INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 66-129: dated 19 November 1965
National Security Agency
Suggestion 326-65

28 OCT 1966

A. Summary of Suggestion

The suggester designed a Datarite Lifter and Positioner (cart) which serves to lift and move electronic equipment of medium size and weight. Formerly, it took two people to lift and position the Datarite Recorder. (Blueprint attached)

B. Evaluations

1. NSA made up fifteen carts in their shop. Two were ordered for CIA DDS&T/AND/OEL/Headquarters Analog Processing Center.

2. We formerly used a typewriter table to move the Datarite Recorder from place to place. NSA made no charge to us for the two carts--they tried to figure a cost and thought it would be too much bother since they made a much higher quantity for their needs. They have thus far paid their suggester an award of \$200.

3. The cart is useful to DDS&T/Headquarters Analog Processing Center and avoids the former possibility of injury due to lifting.

C. Recommendations of the Executive Secretary

1. Not line of duty.

2. \$25 award (SLIGHT/LIMITED). We will ask NSA Incentive Awards office to absorb this amount in the interest of payroll efficiency.

D. Decision of the Chairman

STATINTL

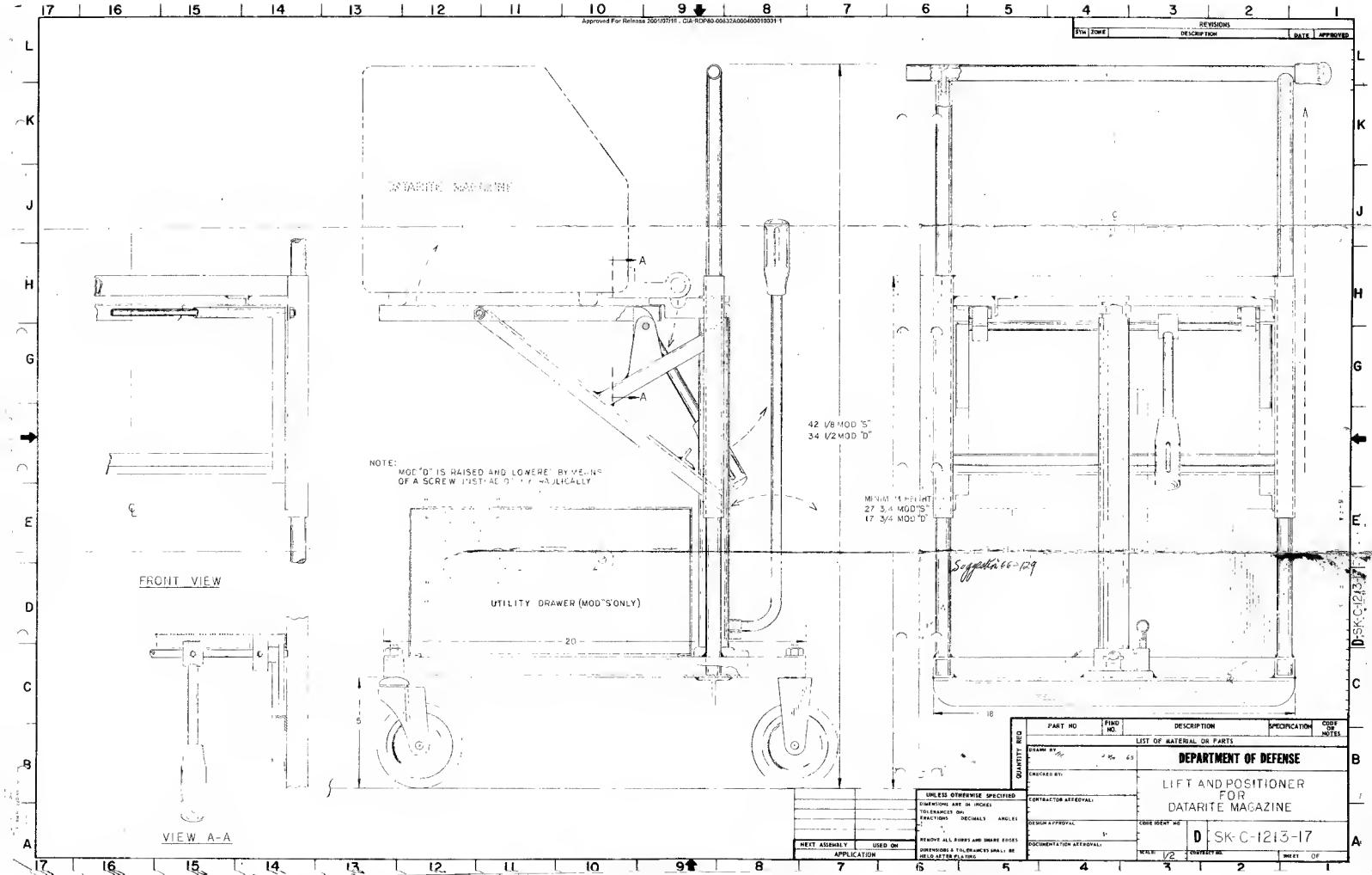
A/ [REDACTED] Suggestion Awards Committee

3 Oct 66
Date

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25 —

Award

Att



CIA INTERNAL USE ONLY

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-232: dated 13 April 1966

STATINTL

Crater, W-8
Support Services/CL/
Supply Division

28 OCT 1966

STATINTL

A. Summary of Suggestion

STATINTL

The suggester developed a system for the more efficient use of moisture vapor-proof barrier material in the bagging operation [REDACTED]. His innovation includes use of the overhead crane and hoist controls to maintain the stress needed to avoid puncture of the shroud. The old and new system is best illustrated in the attached photographs:

OLD

No. 1 - Typical item to be packaged.

No. 2 - Item being bagged with barrier material. The man on the stepladder is holding the top of the barrier material bag in place with a 24" wide broom to prevent damage.

NEW (Adopted April 1966)

No. 3 - Overhead hanger with spreader bar, pulley mounted,
No. 4 - on the traversing hoist mechanism. The overhead hanger is manually operated and controlled. The two barrier material bag holders are simple clip-type pants hangers, felt lined on the inside to protect the barrier material bag. When not in use, the overhead hanger can be secured in the raised position without interfering with the electric hoist operation.

No. 5 - Hanger lowered to provide easy access for clipping
No. 6 - the barrier material bag top to the hanger. No. 6 shows how the barrier material bag has been raised above the item and lowered down in this particular phase of packaging.

B. Evaluations

STATINTL
1. The former method required three to four employees depending upon the size of the item and the bag; the new method takes just two employees. Estimated annual savings in man hours exceeds 170 for [REDACTED] or a cost reduction of \$500 to \$600. Estimated savings for our other two depots totals \$200.

2. Intangible benefits: a. Elimination of puncture of the shroud which caused these problems: (1) refabrication time of approximately 15 minutes, plus time consumed fitting shroud to point of damage. (2) Elimination of waste of barrier material in utilizing damaged material for smaller applications, as material cannot be punctured so recovery is small. b. Elimination of lost time accident hazard through removal of stepladder from operation. c. In the event Packing and Crating Section is backlogged, a saving in overtime pay commensurate with savings in shroud operation.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 award calculated as follows: \$35 for tangible savings (5% of annual estimated savings of \$700), plus \$15 for intangible benefits (SLIGHT/LIMITED).

D. Decision of the Chairman

STATINTL

[REDACTED]
A/Chairman, Budgetary Awards Committee

31 Oct 66

Date

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Award

STATINTL

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SECRET

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-242: dated 11 April 1966

28 OCT 1966

25X1A

Photo Interpreter, Lt USNR
DDI/PAG/S&T/OMB

A. Summary of Suggestion

Problem: A transparent grid was used to read out X-Y coordinates of images on NPIC photography. The "universal grid" was ruled with lines one centimeter apart, to form squares, which appear as shown in the B & L scope, at 7X in Exhibit 1. The lines were numbered only at the edges of the grid so that a PI had to first find the image in the scope, then look away from the scope to read the numbers for X and Y at the edges of the grid, trying to relocate the target item with his naked eye. This was awkward and slow and conducive to error in X-Y readings.

Suggestion: The suggester proposed that the universal grid be improved by adding very small numbers right on the grid at each square so that the Photo Interpreter could read X-Y coordinates for an image right in the scope while looking at it, without having to take his eyes off the scope to see which numbers designate the square into which his target falls. An example of how this would appear in the scope is shown in Exhibit 2. To further reduce the possibility of error in readings, the numbers should appear in the square they refer to, as in the example where 68 and 12 are in the 68-12 square. The grid could be drawn in large scale on white illustration board, then reduced photographically to working size. (Please see separate attachment).

B. Evaluations

1. NPIC adopted the modification to the film grid in July 1966. It makes it easier for the Photo Interpreter to read out the required reference numbers.

2. The NPIC Panel was unable to determine tangible savings because the manpower accounting system does not identify detailed costs of this nature.

3. NPIC recommended an interim award of \$50.00 (SLIGHT/LOCAL) and will query all P. I. elements in the U. S. Intelligence Community as to the value to their operations.

25X1A

C. Recommendation by Executive Secretary

1. Not line of duty.
2. \$50 Interim award (SLIGHT/LOCAL). Review in about six months to determine added value to other U. S. agencies.

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

31 Oct 66

Date

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Award

Enc. 2

1. Exhibits 1 and 2
2. Large scale grid (under separate cover)

EXHIBIT 1

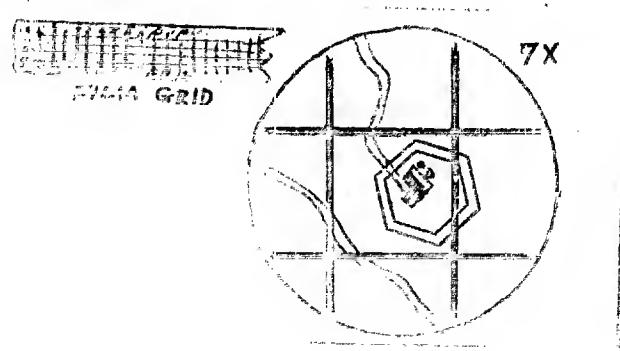
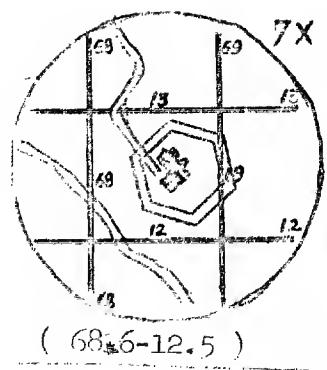


EXHIBIT 2



SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 66-243: dated 25 April 1966

28 OCT 1966

Chief, Administrative Staff/OP, GS-13
DDS/OP

A. Summary of Suggestion

1. The suggester proposed a form for requesting work orders from the Office of Logistics (copy attached). Previously, Logistics required a separate memorandum for services such as installation of phones, moving partitions and electrical outlets, carpeting areas, etc.
2. He also recommended that the form be stocked in Agency supply rooms for use by all administrative offices.

B. Evaluations

1. Forms Management had 400 copies of the form printed for use by the Office of Personnel. The Office of Logistics recommended adoption on an Agency-wide basis with a few minor changes in the original format. Agency-wide use is about 220 requests monthly.
2. Chief, Records Administration Staff, DDS, estimated that savings would be approximately \$1,000 annually based on a comparison between an individually dictated memorandum and a "guide type" form such as the new form 2620. The form has been ordered for stocking in the building supply rooms.

C. Recommendation by Executive Secretary

1. Not line of duty.
2. \$50 award based on 5% of \$1,000 annual tangible savings.

D. Decision of the Chairman

25X1A

A/Chairman, Suggestion Awards Committee

31 Oct 66

Date

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Award

CONFIDENTIAL

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010001-1

REQUEST FOR WORK ORDER

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION :

Service Requested:

Deadline Date, if applicable

Attachment

Yes

No

Justification:

COST CENTER

Special Considerations, if any:

Location where work is to be performed
(room no. & bldg.)

Contact Official

Tel. Ext.

Date of Request

Requesting Official

Tel. Ext.

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25X1A

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-272: dated 26 May 1966

23 OCT 1966

Clerk, GS-6

STATINTL

STATINTL

A. Summary of Suggestion

The suggester proposed that a cabinet be built in each wash room in the Headquarters Building to store about one weeks supply of toilet tissue and paper towels. Employees could take these replacements when needed. This would give the char force more time to keep the rooms clean.

B. Evaluation

1. OL took up the problem with GSA who reported that improvements are constantly being made in these areas, for example: the single roll tissue dispensers are being replaced throughout the building with dispensers having a two roll capacity, and additional paper towel holders are being installed in many of the rest rooms. GSA also said that all rest rooms are inspected regularly to insure that acceptable standards are maintained.

2. However, this suggestion caused OL to look at the situation in non-government owned buildings (Magazine, Ames, and Key) where the building owners are responsible for cleaning and wash room supplies. The building owners did not adopt this suggestion. In lieu thereof, OL took action to post in each rest room the phone number of the Agency office responsible for monitoring the cleaning and furnishing of supplies. Upon receipt of calls, OL will contact the resident manager of the building to make necessary corrections immediately. They rated this improvement as SLIGHT/LIMITED.

C. Recommendation by Executive Secretary

1. Not in line of duty.
2. \$15 award (Advisory)

D. Decision of the Chairman

STATINTL

A/Chairman, Suggestion Awards Committee

3/ Oct 66

Date

CIA INTERNAL USE ONLY

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-276: dated 10 February 1966

28 OCT 1966

STATINTL

Photographer, GP-\$4.08 (per hour)
DDS/OL/PSD

A. Summary of Suggestion

Photographers working in the Offset Photography Branch of OL/PSD's South Building Plant used a hand switch located three feet from the developing tray when necessary to inspect pan film under a green safe light.

The suggester proposed that a foot (pedal) switch be installed under the developing tray. This will enable the photographer to inspect the film without the inconvenience of leaning three feet to turn the switch on and off. More important, he will have the freedom of using both hands while processing which should enable him to do a better job.

B. Evaluations

The suggestion has been adopted in the South Building Printing Plant. OL said the idea is not new; the switch may be purchased and a foot switch is used at [REDACTED]

STATINTL

This minor improvement was adopted as a result of the suggestion; OL rates the value as SLIGHT/LIMITED.

C. Recommendations by Executive Secretary

1. Not in line of duty.
2. \$15 award (SLIGHT/LIMITED).

D. Decision of the Chairman

STATINTL

A/Chairman, Suggestion Awards Committee

3-Oct-66

Date

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Award

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 66-277: dated 1 June 1966

28 OCT 1966

25X1A

Intelligence Assistant, GS-10
CS/NE/GTI [REDACTED]

A. Summary of Suggestion

The suggester proposed that both the Subject and Title of issuance be included in the "Table of Contents" to the manual used in the CS Records Training Course and other programs. By adoption of the suggestion, a student only has to refer to the "Table of Contents" to find the desired subject material and thereby increase useability.

B. Evaluation

OTR said the idea is good and will be included in the 35 instruction kits for the next CS Records Course. The kits are used for reference and remain in the classroom from course to course.

C. Recommendation of Executive Secretary

1. Not in line of duty.
2. \$15 award (Advisory)

D. Decision of the Chairman

25X1A

[REDACTED]
Chairman, Suggestion Awards Committee

31 Oct 66

Date

\$
15

Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 66-281: dated 27 May 1966

28 OCT 1966

STATINTL

GS-13, C/Building Security Branch
DDS/OS/PhySD [REDACTED]

STATINTL

A. Summary of Suggestion

The suggester proposed that sketches similar to the attached be printed on a reduced scale (3" x 3"). These could be made available to the guards at the gates and visitors' parking lot. They could also be enclosed with Office of Personnel letters of invitees, EOD's, etc.

B. Evaluations

1. OL said this would develop better parking control and help alleviate parking problems faced by visitors. They had cards printed for use by the guards. (Sample below)

2. OS/Building Security says there are 250/300 parking violations monthly at Headquarters Building resulting in fines of \$3.00 or more. About 10% represent violations by first time visitors.

3. The card is not useful to the Office of Personnel for invitees and EOD's. For sometime, OP has sent a map of the area plus instructions on how to reach West Parking lot as an attachment to their correspondence.

C. Recommendations of the Executive Secretary

1. Not line of duty.
2. \$15 award (ADVISORY).

D. Decision of the Chairman

STATINTL

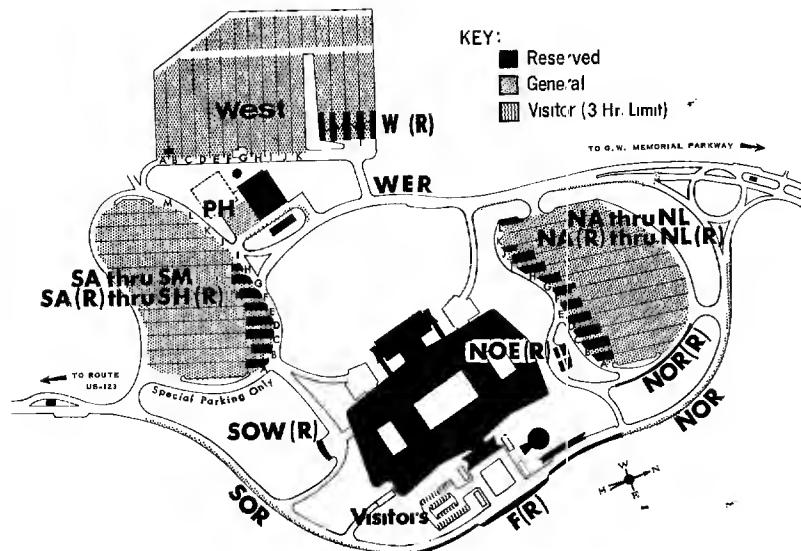
[REDACTED]
A/Chairman, Suggestion Awards Committee

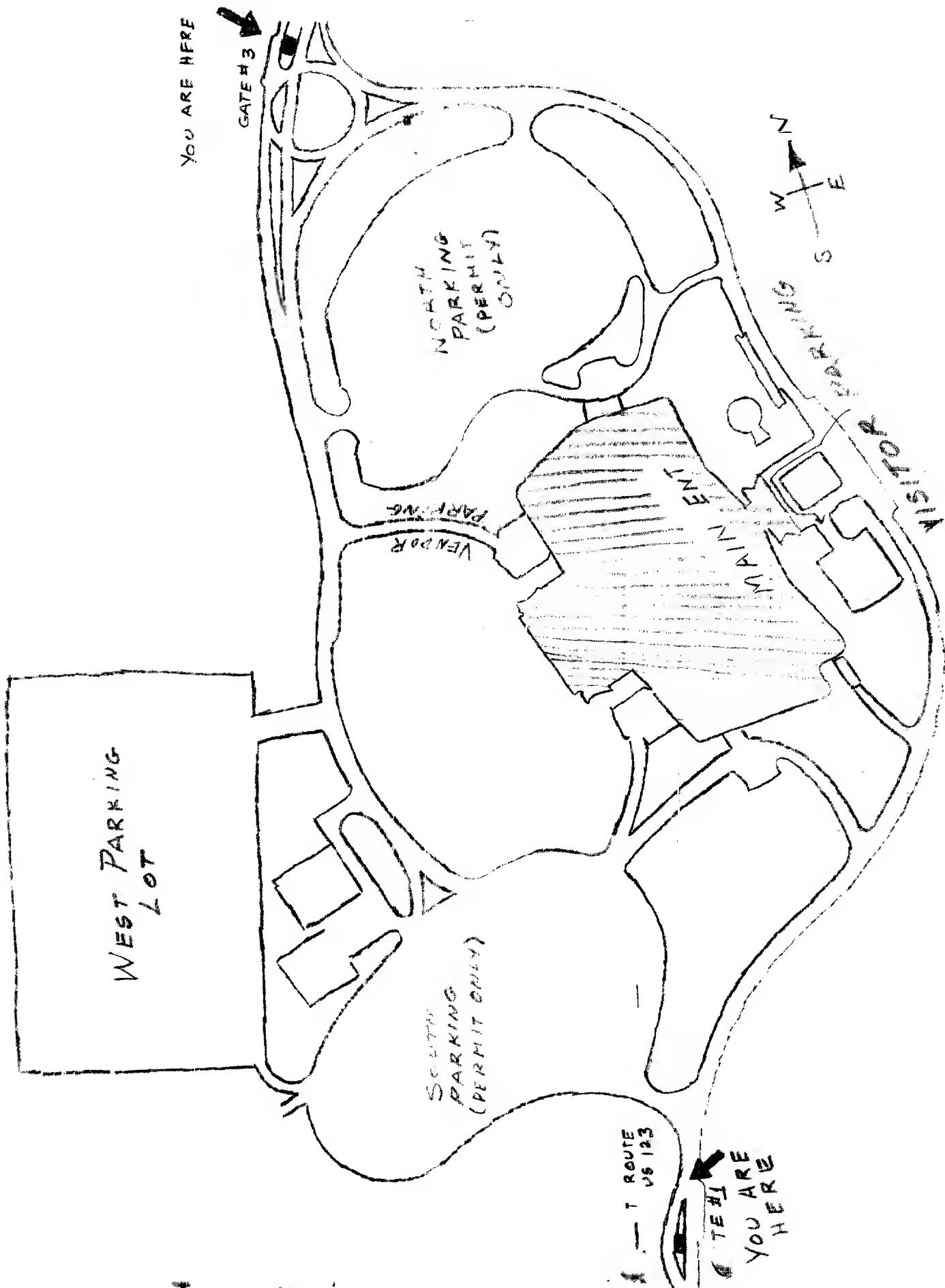
3 Oct 66

Date

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Award





SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 67-2: dated 22 June 1966

12800

STATINTL

Information Clerk, GS-4
Directorate of Intelligence/OCR/DD/DCB

A. Summary of Suggestion

1. Former Method: OCR Document Division used several type-written lists of the 335 attache posts with corresponding numbers, each measuring 15 inches square. For protection, each sheet was incased in acetate, and used for reference to number large volumes of information reports received.

2. Suggestion: Construction of several rectangular boxes, 12 inches high and 5 inches wide each, revolving around a center post with a flat metal base permitting easy manual revolution. Then divide each copy of the locator list into four sections for fastening to the corresponding sides of each box.

3. Advantages: Space savings for each desk area is about 200 square inches. The box can be moved anywhere on the clerk's desk and because of the upright position and no acetate covering, there is no glare from lighting.

B. Evaluations

1. The Machine Division, OCR made three plexiglass Revolving Post Locators for the Document Division as a result of this suggestion. They are used by the clerks in numbering the large volume of information reports received. (About 600 Airgrams alone are received daily from the State Department together with other reports.) Other personnel in the division also refer to the Locator.

2. OCR said that tangible savings are difficult to estimate. The use of loose lists spread out on the clerk's desk was inefficient and led to errors. The ease in looking up the post locator numbers will prevent the occurrence of some errors in number assignments and increase efficiency of the operation.

CIA INTERNAL USE ONLY

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$25 award (SLIGHT/LIMITED)

D. Decision of the Chairman

STATINTL

A/Chairman, Suggestion Awards Committee

31 Oct 66

Date

8
25

Award

CIA INTERNAL USE ONLY

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 67-8: dated 13 July 1966

28 OCT 1966

STATINTL

Chief, Services Division, GS-13
Directorate of Intelligence, DCS

A. Summary of Suggestion

The suggester recommended revisions to the Information Report Form, No. 2290. He proposed that spaces previously reserved for "Classification," "Group 1" and "Dissemination Controls" (TAB A) be placed below the block line at the base of the form thus filling previously unused space. (TAB B is a printer's proof of the revised form.)

Advantages: A gain of six typing lines for use in the body or text of the report; an estimated 2.5% increase in single page reports effecting savings in printing cost, filing space, and some savings in the input and retrieval system in OCR.

B. Evaluations

1. OCR said that this will save film processing, and mounting about 400 images annually, valued at about \$100. There will be an additional saving in the hard copy printing for customer service and a benefit to a requesting analyst using the Intellofax System; he will receive the entire document on the DARE print-out for the documents that have been reduced from two to one pages.

2. The revised form is now being printed. DCS calculated that there would be about 400 less mats used annually and 5,000 fewer copies of page 3 and 3,500 less copies of page 2, Form 2290, printed annually. However, these printing savings only reach \$100 annually. DCS rates the suggestion SLIGHT/LOCAL.

C. Recommendation by Executive Secretary

1. Beyond line of duty. The suggester's duties are administrative in nature. Revisions to the Information Report are normally expected from DDI/DCS Management and Intelligence Officer personnel.

2. Comments: The greater share of value from this suggestion is intangible--less flow of paperwork due to fewer pages and curtailment of file space.

CIA INTERNAL USE ONLY

3. \$35.00 award (SLIGHT/LOCAL)

D. Decision of the Chairman

STATINTL

A/Chairman, Suggestion Awards Committee

31 Oct 66

DATE

43<
Award

Enc--(w/Original only)

Old form

This material contains information affecting the National Defense of the United States within the meaning of the Espionage Laws, Title 18, U.S.C. Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

CONTROLLED DISSEM

NO DISSEM ABROAD

COUNTRY REPORT NO. OO-

SUBJECT DATE DISTR.

NO. PAGES

REFERENCES

DATE OF
INFO.PLACE &
DATE ACQ.

THIS IS UNEVALUATED INFORMATION

SOURCE:

5 Last line useable for Test.
4
3
2
15
4
3
2
1

Presently this area is reserved for
Classification and
Dissemination Controls.

GROUP 1
Excluded from automatic
downgrading and
declassification

The dissemination of this document is limited to civilian employees and active duty military personnel within the intelligence components of the USIB member agencies, and to those senior officials of the member agencies who must act upon the information. However, unless specifically controlled in accordance with paragraph 8 of DCID 1/7, it may be released to those components of the departments and agencies of the U. S. Government directly participating in the production of National Intelligence. IT SHALL NOT BE DISSEMINATED TO CONTRACTORS. It shall not be disseminated to organizations or personnel, including consultants, under a contractual relationship to the U.S. Government without the written permission of the originator.

INSTRUCTIONS

1. Use this master-record copy set for preparation of an information report. Use Form 2291 for second and succeeding pages.
2. Remove smudge sheet before typing.
3. Insert set in typewriter and begin typing with a firm, even stroke. Be sure your ribbon produces a clear image on the original because copies are made by photographing this page. NO special ribbon is required.
4. To correct a mistake, tear off top stub at perforation and erase completely clean, making sure to use a dirt-free eraser on the original.
5. When typing is completed, extract set from typewriter, and separate parts. Destroy stub, smudge sheet, and used one-time carbon sheets.
6. Forward to headquarters Original and four carbon copies.

INFORMATION REPORT INFORMATION REPORT

CENTRAL INTELLIGENCE AGENCY

This material contains information affecting the National Defense of the United States within the meaning of the Espionage Laws, Title 18, U.S.C. Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

CONTROLLED DISSEM**NO DISSEM ABROAD**

COUNTRY REPORT NO. OO-

SUBJECT DATE DISTR.

NO. PAGES

REFERENCES

DATE OF INFO.

PLACE & DATE ACQ.

THIS IS UNEVALUATED INFORMATION

SOURCE:

5 Last Line available for Test:

4 Presently this memo is intended for
 3 Classification and
 2 Dissemination Controls.
 1

5

4

3

2

1

GROUP 1
Excluded from automatic
downgrading and
declassification

INFORMATION REPORT INFORMATION REPORT

The dissemination of this document is limited to civilian employees and active duty military personnel within the intelligence components of the USIB member agencies, and to those senior officials of the member agencies who must act upon the information. However, unless specifically controlled in accordance with paragraph 8 of DCID 1/7, it may be released to those components of the departments and agencies of the U. S. Government directly participating in the production of National Intelligence. IT SHALL NOT BE DISSEMINATED TO CONTRACTORS. It shall not be disseminated to organizations or personnel, including consultants, under a contractual relationship to the U.S. Government without the written permission of the originator.

REF ID: A66131

REF ID: A66132

CENTRAL INTELLIGENCE AGENCY

*Not to app
on Ref 1*

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CONTROLLED DISSEM

NO DISSEM ABROAD

COUNTRY	REPORT NO.	OO-
SUBJECT	DATE DISTR.	
	NO. PAGES	
	REFERENCES	

DATE OF INFO.

PLACE & DATE ACQ.

THIS IS UNEVALUATED INFORMATION

SOURCE

REVISED No. 2290

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Government of the United States or of any of its agencies, contractors
with participation by the C.I.A., or by other persons who have
been granted access to it under the provisions of Executive Order
13526, Classification of National Security Information, or
any other classification order, regulation, or instruction.

military personnel, contractors, and
other individuals involved in the conduct
of operations against the Soviet Union
and its allies, and their
affiliates, agents, and
accomplices, including
those engaged in espionage, counterintelligence,
intelligence collection, and
intelligence analysis.

CIA INTERNAL USE ONLY

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 67-52: dated 5 April 1966

STATINTL
STATINTL

28 OCT 1966

[REDACTED]
Printer, GP \$4.32 per hour

[REDACTED]
Printer, GP \$4.32 per hour
Support Services/OL/PSD Plant No. 2

A. Summary of Suggestion

Present Method: In most printed matter there is much space not occupied by type such as:

- (1) Blank, or partially blank pages that precede Chapters.
- (2) Space left for illustrations which would be imprinted as a later time, etc.

Such space is now filled with metal "furniture" (when the job is made up in the type by the printer) of 3-, 4-, 5-, and 6-pica widths (1 pica - 1/6 inch). This material is purchased from the Government Printing Office.

Suggestion: Instead of filling the space with solid metal, the suggesters proposed using four 1-pica pieces of metal (which are precast in the South Building Plant) fitted together to fill this space. The space filler is made by cutting two parallel pieces of metal to the correct depth, and two pieces to the correct width of the space to be filled. By undercutting both parallel strips with a cut the exact width of the strip (1 pica, 1 1/2 pica), and three-quarters of the way through the metal strip, with the cuts on each two parallel strips the exact distance from the end of the strip, the four pieces will fit together and form a sturdy open block (#).

B. Evaluations

1. This proposal to use open-block space fillers in composing work has been tested in PSD/OL. This type of filler is used in the printing industry but was not previously tried in PSD. The technique has both advantages and disadvantages and is one of the "tricks of the trade" which some journeymen prefer and others do not. It does add flexibility by having both methods available. OL plans to use it but not exclusively

because it is not the best method to fill spaces in pages with large amounts of monotype as it does not give the necessary support.

2. OL rates the suggestion SLIGHT/LIMITED and recommends an award of \$10.00 to each suggester.

C. Recommendation by Executive Secretary

1. Not line of duty.

2. \$20 award (SLIGHT/LIMITED) to be shared equally by the two suggesters.

D. Decision of the Chairman

STATINTL

A/Chairman, Suggestion Awards Committee

31 Oct 66

Date

\$
20 —

Award

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 67-85: dated 11 May 1966

28 OCT 1966

STATINTL

EAM Supervisor, GS-7
DDI/OCR/MD

A. Summary of Suggestion

The suggester observed that pencils and pens used for completing Security Check Sheets were attached to metal doors and safes by a variety of methods which often resulted in poor appearance.

He proposed a small piece of magnetic strip be attached to a pen with tape which would cling neatly to the metal door. (Sample attached)

B. Evaluation

1. Office of Security does not require the use of a pen to sign Security Check Lists.

2. Office of Logistics was concerned with the neatness of offices and buildings and installed a poster in the Headquarters Building Supply Room which said:

"The Time is Now -- Make a Security Pen."

The poster also illustrated how to make the security pen by use of a magnet. Many employees drawing supplies noted the sign and a small number at least were known to take magnets and pens for this purpose. No actual record was kept of the numbers issued.

C. Recommendations by Executive Secretary

1. Not in line of duty.
2. \$15 (Advisory Award)

D. Decision of the Chairman

STATINTL [REDACTED]
A/Chairman, Suggestion Awards Committee

31 Oct 66

Date

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